

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 August 2023

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Educational Assistant – Media (General Education)	<b>Department:</b> Media Center
<b>Immediate Supervisor’s Position Title:</b> Media Specialist/Building Principal	<b>FLSA Status</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-3	<b>Bargaining Unit:</b> Educational Support Staff - Local #6030
<b>Job Summary:</b> Under the direction of the Building Principal and guidance of the Media Specialist, the Media Educational Assistant facilitates students’ education and supports curriculum by assisting in the operation of the media center. Assists students and staff with technology and media needs, including materials and equipment. Supervises various student activities. Catalogs, processes and maintains both print and non-print materials.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Manages the daily use and activities of the media center.
<b>Percent of Time:</b>	45%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>● Assists in establishing a climate which stimulates learning and utilization of media center resources, by enforcing rules and assisting clientele; disciplines students, in accordance with school rules, when necessary.</li> <li>● Assists students and staff in the selection and utilization of media center materials, including books, textbooks, and reference databases.</li> <li>● Assists students in finding books which reflect the appropriate reading level.</li> <li>● Promotes and monitors the appropriate conduct of students; assists with and supervises scheduled classes, and posts schedules. Assembles materials needed for specific class assignments.</li> <li>● Assists in developing habits of independent research, use of reference materials, and skills in using other aspects of the media center.</li> <li>● Assists students with the use of computer software programs, and iPad apps. Troubleshoot computer/iPad problems.</li> <li>● Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, inter-library loaning requests, etc.)</li> </ul>		
<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Manages the media center materials and inventory.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Assists in selecting and evaluating new materials for the media center; identifies materials for acquisition.
- Prepares monthly reports on Media Center and Computer Lab instructional usage, as well as other statistical information.
- Communicates ordering needs for supplies and equipment for the purpose of ensuring availability as needed.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.)
- Maintains materials inventory (e.g. library books, library hardware, media equipment, brain games, and related instructional materials, etc.)

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Tracks books, reference materials, and users of the media center.
<b>Percent of Time:</b>	20%	

**Tasks involved in fulfilling above duty/responsibility:**

- Catalogs and processes library books, periodicals, and related media materials (e.g. bar coding, shelving, producing required reports, Chromebooks, inter-library loan requests, etc.)
- Shelves books in the appropriate location.
- Manages the operation of the media center catalog automation system; enters information into Destiny Library Manager.
- Determines setup, records of patrons and materials, circulation, backup and inventory of the collection.
- Selects and prepares materials for book promotion.
- Prints and affixes labels.
- Maintains communication and accurate records of materials, fines, and resources.
- Prepares electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, fines costs, etc.)

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Coordinates the use of audiovisual and other equipment.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Assists in operating and disbursing equipment including, but not limited to, iPads, computer labs, and projection carts.
- Supports the repair process for student devices (providing loaners, communicating with Technology).
- Provide minor troubleshooting (e.g. technology support for students and staff, etc.) for library services and 1:1 device support.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Assists teachers, and student assistants with various media center tasks.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Performs research for teachers and staff.
- Participates in the recruitment, selection, orientation and supervising of student assistants.
- Assumes responsibility for the media center when the media specialist is not present.

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Performs other miscellaneous duties.
<b>Percent of Time:</b>	3%	

**Tasks involved in fulfilling above duty/responsibility:**

- Repairs books.
- Maintains a clean and orderly media center by straightening chairs and tables, and picking up materials.
- Creates displays and signage in the library to assist in highlighting resources.

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	2%	

**Tasks involved in fulfilling above duty/responsibility:**

- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Provide coverage for Media EA absences (Floater).
- Schedule, organize, and work book fairs during and after school (Floater).

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		
x	High school diploma or GED.		
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		
	2nd year graduate level		
		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
		<ul style="list-style-type: none"> <li>● General working knowledge of desktop computers, and the</li> </ul>	

<b>Doctorate level</b>	internet. <ul style="list-style-type: none"> <li>● Media resources.</li> <li>● General knowledge of children’s literature.</li> <li>● Fundamentals of child development and behavior, and learning style.</li> <li>● Library organization and the Dewey Decimal System</li> <li>● Correct grammar usage and spelling.</li> <li>● Reading interests of elementary, middle school, and high school children.</li> <li>● Fundamentals of office organization, practices and procedures.</li> </ul>
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**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

**Required Work Experience in Addition to Formal Education/Training:**

None; but, experience working in a school setting with students, especially in a media center, is preferred.

**Required Supervisory Experience:**

None required.

**LICENSE/  
CERTIFICATION**

**Identify licenses/certification required upon hiring:**

None required.

**ESSENTIAL SKILLS  
REQUIRED TO  
PERFORM THE  
WORK**

**Skilled in:**

- Operating and maintaining iPads.
- Using reference databases and performing internet research; research techniques.
- Cataloging, circulation, and bibliographic techniques.
- Repairing books.
- Excellent interpersonal skills with children and adults.
- Excellent verbal and written communication skills.
- Ability to multitask.
- Supervising students and working with children; being patient of and caring for children.
- Basic mathematics.
- General typing or keyboarding skills.
- Operating laminating equipment.
- Using the Follett Destiny circulation software system.

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed under normal classroom or office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk / Fast Walk			x	
Sit: at various heights from floor to adult-sized chair			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry; push & pull): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**

Updated August 2023.